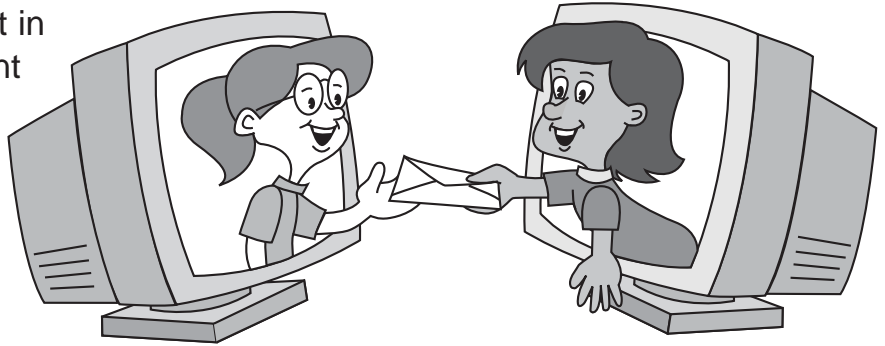


Name _____ Date _____

Good E-mail Manners

Good MANNERS are important in real life and especially important in cyberspace. If you can write a polite note or letter, you can send a polite E-mail.



E-mail Dos and Don'ts

- Do get right to the point and keep your message to one screen. People who get tons of messages every day will thank you. Also, it is okay to skip the "Dear" part in E-mails.
- Don't TYPE WHOLE SENTENCES IN UPPERCASE letters. It is like SHOUTING.
- Do use uppercase once in a while to emphasize a single word.
- Do check your spelling, grammar, and punctuation before sending an E-mail.
- Do use smileys, also known as emoticons. These symbols help people understand your meaning when they can't see your face or hear your voice.
- Don't write a message that you would not want everyone to see. Although it's bad manners, somebody might forward your message to others.
- Do write only what you would say to a person's face.
- Don't use slang or rude language.
- Do type your first name at the end of your message.
- Don't send angry messages back and forth. That's called a flame war and it is considered bad manners.

Smileys

- :-) means you are smiling
- :-(means you are frowning
- ;-) means you are winking and just kidding
- :-D means you are laughing

Name _____ Date _____

Edit the E-mail below. Use the dos and don'ts tips on Activity Sheet 1 as your guide.

To: president@whitehouse.gov**Subject:** Air Pollution**Message:**

Dear Mr. President,

My little brother doesn't even know who you are. I am writing to you because I am worried about AIR POLLUTION. SOMETIMES THE AIR IS SO DIRTY IT MAKES ME KOFF. CAN'T YOU DO ANYTHING ABOUT IT? HERE IS MY PLAN. I think people should only drive their cars on odd or even days. all they have to do is check the calendar. If they have an odd driver's liecents, they can drive on odd days. If it is an even day, go in a carpool!

So, Mr. President, ARE YOU GOING TO MAKE EVERYONE DO WHAT I SAY?

Your friend,

Natalie

Be Cyber**Smart!**[®]

Forgive others for their bad manners and set a good example yourself.